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# UNITED STATES INTELLIGENCE BOARD

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## **OFFICE OF THE EXECUTIVE SECRETARY**

21 May 1962

MEMORANDUM FOR THE CHAIRMEN OF USIB COMMITTEES

SUBJECT: Effectiveness Reports

1. Because of the importance of the work accomplished by the various USIB committees, the Chairman, USIB has stated that he desires to be the "rating official" with respect to effectiveness reports submitted on full-time chairmen of these committees, and that he desires to contribute to the effectiveness reports submitted on part-time chairmen.
2. Each USIB committee chairman is, therefore, requested to make the necessary administrative arrangements within his department or agency to facilitate implementation of this new procedure.
3. The Executive Secretary, USIB has been designated as the administrative "point of contact," and correspondence relating to this matter should be addressed to the Executive Secretary. Effectiveness report forms and/or appropriate instructions should be in the hands of the Executive Secretary at least two weeks in advance of due dates.

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### **Acting Executive Secretary**

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